

Greentree[®]

BUSINESS-BUILDING SOLUTIONS



"very, very, responsive!"

Volume 1, Issue 3

May 2009

A Word from the Editor



Welcome to this month's newsletter. It will take a few days to decipher how the budget will affect us all but be aware that the investment allowance is still available until 30 June, 2009. So if you are thinking of updating your hardware, POS, etc. now is the time to do it (if the equipment warrants it)

We intend to upgrade our on-line Bizlink accounting software in the month of June, 2009 so that you can take advantage of Greentree Features Release, outlined on the back page.

We are also in the process of changing our Templates on the on-line system to facilitate future development - more on that in the next newsletter.

I hope you enjoy this edition and if you have any particular issues you would like us to discuss in this forum please forward an email to bizlinksupport@jr.com.au - all feedback is welcomed.

Teresa Hooper

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Profile - Lynette Schaefer - Senior Consultant - JR.Bizlink

Lynette has consulted with JR.Bizlink since the early 1990's. Returning in mid 2008 to specialise in Greentree she brings with her twenty-five years experience installing business software.

She specialised in managing the implementation of new information systems for accounting, payroll and compliance software. Her experience in management, consulting and accounting roles in a wide spectrum of industries, both locally and internationally, has broadened her understanding of the practical issues facing clients. Inventory, warehousing, job costing particularly to industries associated with mining and heavy machinery use was her focus for many previous implementations.

She also remotely supports and regularly visits country sites throughout NSW and Queensland.



Cheques Direct Credit Cancel Payment Instructions

- Lindy Millar

Cancel Payment selected in Payment Selection Process

Summary:

This is only available for an individual payment, there is no "bulk" facility available.

Payments can be cancelled individually via:

- Process
- Cash Management
- Hold or Cancel Cheques

There is no "bulk" facility to reverse an entire payment selection and have all payments cancelled in one process.

So if you wish to cancel a whole "batch" of payments, each one would have to be done individually.



NOTE: You CANNOT cancel a payment once it has been RECONCILED!

Step by Step Instructions:

CANCELLING PAYMENTS ALREADY ENTERED INTO GREENTREE

If you have entered a payment in Greentree and then discover you need to cancel it, proceed as follows:

Go to:

- Process
- Cash Management
- Hold or Cancel Cheques

1. Enter the Bank Code, for example, 680;
2. Select the Cheque or Direct Credit number you wish to cancel by using the drop down box feature. Scroll until you find the correct number, highlight and double-click with the mouse.
3. The Cheque Detail will automatically appear once the payment has been selected.
4. New Status – Click on the drop down box and select "Cancelled".

5. Enter a reason for cancelling the payment
6. Enter the date you wish to cancel the payment on;
7. Click on the save button or press F2.
8. If you are cancelling a **Direct Credit** Payment, then you will also need to reprint the Direct Credit Schedule again. Once printed, this report should now exclude the payment you have just cancelled.

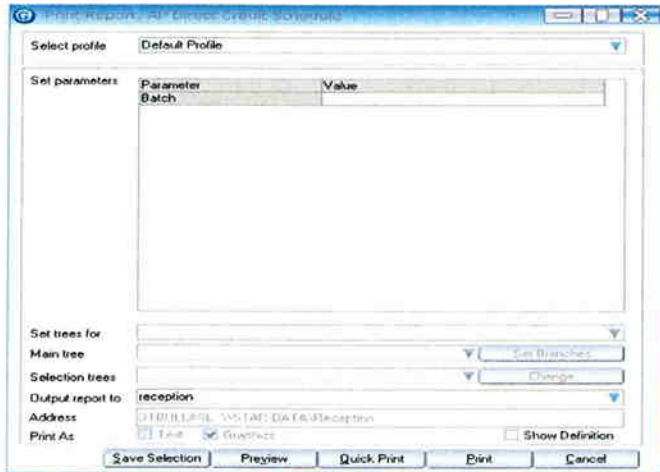
Go to:

- Process
- Accounts Payable
- Payment Selections
- Print Direct Credit Schedule



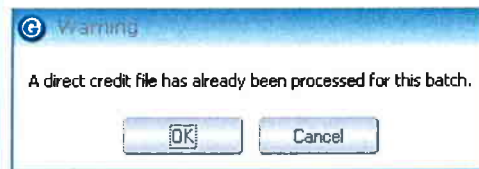
Cheques Direct Credit Cancel Payment Instructions

- Lindy Millar

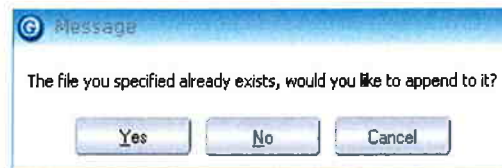


15 Batch number: Select the batch number that you used for your *original* payment

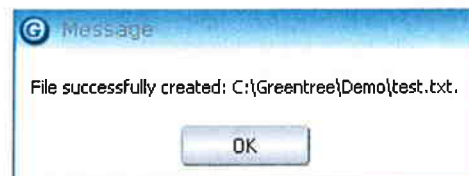
16 Hit "Run Interface" and the following warning message will appear.



17. Select "OK" and then the following message will appear.



18. Select "NO", as this will then overwrite the original file.



19. Then in your Banking Program when you import the greentree file, it should now exclude the payment you have cancelled.

9. Batch: Enter the *original* payment batch number, for example: 521

10. You will also need to update the Direct Credit File that was originally created, so that when the file is imported into your Banking program it is correct.

Go to:

- Process
- Accounts Payable
- Payment Selection
- Create Direct Credit File



11 Bank Account: Select the bank account

12 Interface Name: Select the interface name

13 Output file: Select the output file

14 Credit Date: Select the date that you used for your *original* payment

-LM

Greentree In-House News

Bernice Boucher

You may have noticed Bernice Boucher not answering the support phone lately, well the life of a Greentree Consultant can be a dangerous one. Bernice has broken her ankle after falling on the way to work. She is currently recovering from an operation to pin the ankle. Already stir crazy at home missing those support challenges she is looking forward to returning to work. In the meantime we wish her a speedy recovery.



Lindy Millar

We are happy to welcome Lindy Millar to our Greentree support team. Lindy has recently arrived from New Zealand where she was Management Accountant for a large company utilising Greentree. Lindy project managed the implementation of Greentree and set up all financial reporting. She was also integral to the companies in house help desk. After travelling around Australia for the past 10 months she has made Brisbane her base.

Lindy will be with us for the next 3 months assisting while Bernice is away. After this Lindy hopes to continue her travelling adventures.

HR Promotion

Greentree have announced a new promotion:

Human Resource - Buy 1 Get 1 FREE offer

Modules involved:

HR Management, Recruitment, Occupational Health and Safety, Employee Development, Leave Planning, eHR

Campaign timeframe:

Sales Campaign will run for 3 months from 1 April 2009 to 30 June 2009.

Greentree Features Release

2 long awaited features have been released into Greentree at version 3@18;

The ability to enable a previewed report to be output directly to Excel has been added

The ability to generate a standard Report Form directly from an Explorer query via a series of wizard forms

After 3@19 a Back Pay feature has been added to Payroll.



JR.Bizlink People

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